

*Handwritten signature***ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Annual Report to the Director, Information Security Oversight Office (ISOO) on the Agency's Information Security Program

STAT

FROM:

Agency Security Classification Officer (ASCO)

EXTENSION

NO.

OIT-0993-88

STAT

DATE

13 October 1988

TO: (Office building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. C/DCB/IMD/NSG

STAT

3. C/IMD/NSG

STAT

7. D/OIT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

1988 Annual Report to the Information Security Oversight Office (ISOO)

FROM:

EXTENSION

NO.

Agency Security Classification Officer

DATE

22 August 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Executive Officer, OS

8/23/88

8/26/88

B

2.

C/AS

8/24

8/24

M

3.

OS/IMO

9/30

H

4.

5.

IMD/CSG/OIT

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Bob,

Attached is SF 311, Agency Information Security Program Data, which we are required to submit to the Information Security Oversight Office each year. In order to complete the report, we need your input to Sections 10 and 11. The reporting period is 1 October 1987 - 30 September 1988.

Please complete the above cited sections and return to me as soon as possible, but not later than 12 October.

Thanks!

Att:

SF 311

14 Oct '88 asked

to find out reason for significant lower # in block 10 from previous years

Central Intelligence Agency



Washington, D.C. 20505

LOGGED

31 OCT 1988

DDA/REG
LOGGED

Mr. Steven Garfinkel
Director, Information Security
Oversight Office (Z)
General Services Administration
18th & F Streets, N.W.
Washington, DC 20405

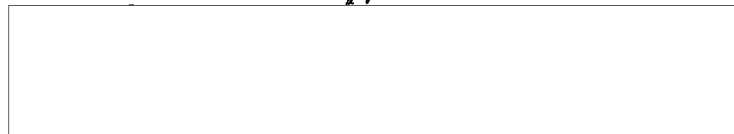
Dear Mr. Garfinkel:

Enclosed is the Central Intelligence Agency's Information Security Program Data (SF 311) report covering the period 1 October 1987 through 30 September 1988.

Classification statistics were compiled by taking an actual count of all classification decisions made throughout the Agency during two one-week periods as was done in FY-87. The first one-week period was in March 1988 and the second in September 1988. To provide a broader and more stable statistical base for calculating annual classification activity within the Agency, we used the data collected from the two counts, combined that data, and listed a projection for the entire year.

The number of original classification authorities in Section 5 is provided for inclusion in reporting government-wide totals and should not be attributed to CIA. This is in accordance with the DCI's responsibilities under the CIA Act of 1949 to withhold publication of numbers of Agency personnel.

Sincerely,



R. M. Huffstutler
Deputy Director
for
Administration

Enclosure

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SUBJECT: Information Security Program Data (SF 311) Report

STAT

DCB/IMD/NSG/OIT, (13 Oct 88)

Distribution:

Orig - Addressee

2 - DDA

1 - NSG Chrono

① - DCB Subject: Liaison Item 19-1

1 - DCB Chrono

3 - OIT Registry